Ancilla College

Course Syllabus – CS 135 – Section 02

Tuesday and Thursday
Section 02 – 11:30am-12:45pm Monday and Wednesday

Office Hours – By Appointment – email or phone

Contact Information -
Instructor – Gerard Arthus
Email – gerard.arthus@ancilla.edu or garthus801@gmail.com
Phone –   Home 574-855-1617
          Cell   631-335-5250

Required Materials (available On-line or at the Ancilla Bookstore) -
–   Text – Pinard/Romer, CMPTR, 9781111527990 Course Technology, 2012
–   SAM 2010 Assessment, Training and Projects (Access code card). ISBN#9781111669362

Resources Needed -
–   Computer with Internet access, using Windows 7, Windows XP or Vista
–   Microsoft Office 2010 Professional Software, available for purchase at the Ancilla Bookstore for $20.00
–   A flash drive (USB Stick), to use for backing up all course files in case of system failure; 4-8GB is the recommended size.

Course Description -

This course provides a brief introduction to Computers and Information Systems; the Windows Operating System and file management, and the Internet. The main emphasis will be on Microsoft Office 2010 Professional Software (Word, Excel, PowerPoint and Access). Learning of the applications will be through lab exercises, On-line activities and problem solving.

Course Goals -

This course is a general education requirement for Ancilla students and it is project oriented. Students will use these programs to present their research by

producing various documents and presentations. It is assumed that students have a basic understanding of how computers work and have some Internet experience. Students who do not have this knowledge or feel uncomfortable when working with the computer should notify the instructor. If possible, after-hours instruction will be provided to make sure that everyone has a basic understanding of computer operations. Basic skills required are: Basic skills required are: using a 2-button mouse, using a keyboard, the difference between files and folders, starting a program, closing a window, going to a specific web address, downloading a file, uploading a file, using an email software, etc.

Academic Core Values addressed in this course -
   #1. Identify and solve problems using critical thinking.
   #2. Speak and present information in varied contexts.
   #3. Identify and use appropriate computer and communication technologies.
   #4. Articulate ethical values and employ moral reasoning in decision-making.

Student Learning Objectives -

Through lab projects and teacher led demonstrations and discussions, students will be able to demonstrate the basic core objectives including:

   o   Create and edit Word documents
   o   Format a multiple page documents
   o   Create worksheets and add embedded chart(s)
   o   Use formulas, functions and formatting to enhance spreadsheets
   o   Create charts & work with large worksheets
   o   Create a database using design and data-sheet views
   o   Query a database using the select query window
   o   Maintain a database using the design and update features
   o   Use a design template and text slide layout to create presentations
   o   Use the outline tab to a create slide show and clip art
   o   Integrate Office applications and the World Wide Web
   o   Create a unique and personal online portfolio using skills learned throughout the semester

Measuring student achievement –

At the completion of this course, students will be able to demonstrate their knowledge & skills through:
   o   Demonstration of their online portfolio with personal reflections on learning
   o   Active participation in the course discussion forums and class activities
   o   Completion of homework and original project files in each software application
   o   Knowledge of technology and communication concepts and hands-on skills exams and quizzes

GRADING SCALE

A (95-100) A- (90-94)
Superior work, distinguished by comprehensive mastery of learning objectives, timely production and exceptionally high quality of content, presentation, and/or performance as demonstrated by grades on assignments, projects, examinations and other evaluated work. Indicates a high degree of motivation, self-reliance and responsibility.

B+ (86-89) B (84-85) B- (80-83)
Above average work, demonstrating a clear understanding of the objectives and expectations of the course. Demonstrates generally high quality of content, presentation, and/or performance as demonstrated by grades on assignments, projects, examinations and other evaluated work.

C+ (75-79) C (70-74)
Satisfactory work, demonstrating a general competence in satisfying the learning objectives and expectations of the course. Demonstrates understanding of basic course content as demonstrated by grades on assignments, projects, examinations and other evaluated work.

D (60-69)
Marginally acceptable work, indicating difficulty in achieving the learning objectives and expectations of the course. Understanding of basic course content is impaired as demonstrated by grades on assignments, projects, examinations and other evaluated work.

F (Below 60)
Unacceptable work, indicating serious difficulty in achieving the learning objectives and expectations of the course. Understanding of basic course content is seriously lacking as demonstrated by grades on assignments, projects, examinations and other graded work.

EVALUATION (ASSESSMENTS AND GRADE PERCENTAGES)

Participation: Forum posts, tutorials
160 points
16%
Concept Review Quizzes
340 points
34%
SAM assignments: exams & projects
140 points
14%
Word, Excel & PowerPoint Capstone Projects
150 points
15%
Portfolio Website & Reflections
60 points

6%
Final Exam
150 points
15%
Total
1000 points
100%

Portfolio Project

An electronic Portfolio is required for graduation at Ancilla College. In the past, students have used PowerPoint as the platform to which they can link samples of their work and their reflections upon that work. This year however, students in Computer Literacy will build their portfolios into a website using Google Sites. You will be given more details on how to complete this project within the Moodle course site. Basically, it is an electronic record of the work that you do while at Ancilla for your education. You will want to keep early work done in Freshman Seminar/ Foundations all the way through your final semester to have a rich group of artifacts to use as you build your portfolio.

Final Exam

This exam will be comprehensive and will consist of multiple choice, and matching questions, with hands-on completion activities in Word, Excel, PowerPoint, and Access.

Make-up Policy

The student's grade may be reduced, regardless of the quality of the work, if the work submitted is late, incomplete or insufficient. Due dates are detailed on the Moodle Course page. It is acceptable for students to submit their work in advance of the listed due dates. Students are encouraged to consult with the instructor if they have concerns over any part of an assignment. This does not mean having the instructor review the entire assignment. Neither the final project nor the Final exam may be made up or postponed after the class is over, with few exceptions. Acceptance of make-up exams and late submission of assignments is at the discretion of the instructor.

All assigned work, exams and the final project must be completed to receive a passing grade for this class. There will be no exceptions. It is the student's responsibility to know whether they have completed the assignments, projects, and other course requirements and verify the record of grades received in Moodle. You are expected to read each assigned section of the text. Lectures will be short, to the point, and address the highlights of the topics for that week but do not address everything the student needs to know for that section and are not intended to replace the reading of the textbook. There are training activities in

SAM available that can help explain features more clearly and several YouTube video links that may be helpful as well. Plan to spend at least four to six hours each week working at a computer, on your class work.

Completed project files must be uploaded to the Moodle course site and received before 11pm EST on Sunday of the week that they are due. Any files received after this time will be considered late and grades may be reduced by at least 10% per week. Any printouts requested in the project instructions do not need to be made. Remember that the computer will both date and time stamp your uploads to Moodle and your e-mails.

There is no time for extra credit assignments in this class. Do not ask. There is enough work to do with the regular assignments. Remember you may submit late work for partial credit before the end of the course. If that section of the course is no longer visible, please just ask me to open it again.

Considerable time and effort has been spent in designing this course in order to provide students with a coherent and effective preparation for their careers. The instructor devotes much time and energy to preparing and teaching this course, designing appropriate assignments and examinations, and evaluating students' progress. Excessive absence in a course can seriously threaten a student's academic progress, even in an online class. More importantly, however, every "absence" represents a risk to the student's investment, both financial and intellectual, in a course. The instructor is under no obligation to offer extraordinary assistance to students who are persistently "absent". Absence in an online course is viewed as inactivity during any 7 day period, lack of participation, little communication with the instructor via email or online messages sent through the Moodle course.

Academic integrity means that students may not submit work that is not their own in any manner (research papers, exams, oral reports, computer reports, etc.) This includes plagiarism and cheating. Permitting other students to use one's work as their own also violates the principle of academic integrity. As specified in all syllabi, Ancilla College stresses the importance of academic integrity. Because all colleges and universities value academic integrity highly, they treat violations very seriously. A first offense may result in a failure on the assignment or possibly in the course, depending upon the specific situation. The ultimate sanction is dismissal from the College. All honor violations will be reported to the Academic Dean. The published guidelines, located in the Course Catalog, will be followed as designated.

If you have any disability that may require accommodation, or if you have questions related to any accommodations, please speak with a Center for Student Achievement Lab staff member as soon as possible. The Center for Student Achievement Lab is located in Room 204 and may be reached by phone at (574) 936-8898, ext. 302. Please be advised that in order to receive services, you must complete the voluntary disclosure and accommodations request process. With a strong emphasis on academic excellence, the teaching/learning process, and personalized student service, Ancilla College provides a positive environment

for the physical, intellectual, emotional, and spiritual growth of each student, so that Ancilla College graduates will:

1. Identify and solve problems using critical thinking.
2. Speak and present information in varied contexts.
3. Create and present information in formal written formats.
4. Recognize and critique significant historical, political, social or cultural forces that shape society.
5. Analyze and solve quantitative problems using mathematical reasoning.
6. Apply the scientific method and evaluate how science acquires new knowledge.
7. Identify and use appropriate computer and communication technologies.
8. Articulate ethical values and employ moral reasoning in decision-making.

Ancilla College is a liberal arts institution of higher learning sponsored by the Poor Handmaids of Jesus Christ. The college's religious tradition is Roman Catholic; its climate ecumenical. In a caring environment, Ancilla serves a diverse population, as we transform and empower students to achieve high academic goals, lifelong learning, successful careers and values centered lives.

	Topics covered this week	Required Things To Do	Graded Assignments
Week 1	- Course Introduction - Syllabus review - Basic Computer Concepts - The principles of Systems - Moodle access & usage - Internet Archive and the posting of documents and ephemera	- Complete Basic Computer Skills Survey - Take Pre-Test (ungraded quiz) - Read Chapter 1, Intro to Computer, pg.. 2-29 - Read Chapter 3, Computer Software, pg.. 76-107 - Activate your login account: this MUST be done while on-campus on any computer! - Login to your Ancilla email account at www.ancilla.edu/exchange - Create an account on Internet Archive - Create a CS135 folder on your flash drive and your H: drive to save all your course files in - Login to Moodle and post to the Discussion forum #1	- Send a test email with a file attachment to the instructor at: garthus801@gmail.com. Make your subject line "CS135-8 Test Email" **Quiz**: Intro to Computer Concepts **Quiz**: Computer Software Concepts **Post** a response to the **Discussion Forum #1**: Introduce yourself and your Computer experience by Saturday. **Respond** to two classmate posts by the end of the week.
Week 2	- Internet & Email - Windows Navigation/Basic Skills - Windows file management	- Read Chapter 5, Intro to Internet & Email, pg.. 140-187 - Read Chapter 7, Exploring Microsoft Windows, pg.. 226-248 - Read Chapter 8, Managing Your Files, pg.. 250-267 - Create your SAM account access	**Quiz:** Intro to Internet & Email Concepts **Quiz**: Windows navigation & File management **Complete SAM Exam:** Windows
Week 3	- Word – Creating a Document - Word – Formatting Documents	- Read Chapter 10, Creating A Document, pg.. 298-343 - Read Chapter 11, Formatting a Long Document, pg. 344-382	**Quiz**: Word document creation & edits **Quiz**: Word formatting **Post** a response to the **Discussion Forum #2:** Discuss unique ways that you have used Word already and ways that you expect to use it in your future education or career. **Respond** to two classmate posts.

Week 4	• Word – Enhancing a Document • Word Capstone Project intro	• Read Chapter 12, Enhancing a Document, pg. 382-423 • Begin work on your Word Capstone Project which includes: a resume, business card, and cover letter (see instructions in Moodle)	• **Quiz**: Word Enhancements • **Complete SAM Projects:** Word
Week 5	• Documents "in the cloud"	• Create a Google Docs login account at http://docs.google.com • Complete the "Start of Course Feedback Survey"	• Baseline Writing sample, Mission Statement, Terms of Use Essay • **Post** your thoughts to **Discussion Forum #3:** on creating an online file repository. **Respond** to two classmate posts.
Week 6	• Electronic Portfolio Project Introduction	• Create a Google Sites website for your Portfolio at http://sites.google.com. Use your name in your site title. For example: ***Portfolio-GerardArthus*** (do not use spaces) • Review the Portfolio website requirements, and samples	• **Post** your new Portfolio website address to **Discussion Forum #4:** on creating an online Portfolio and sharing it with others. Be sure to include the web address for your new Portfolio. **Respond** to two classmate posts.
Week 7	• Excel – Creating a Workbook	• Read Chapter 13, Creating a Workbook, pg. 424-457	• **Quiz**: Creating an Excel Workbook
Week 8	• Excel – Formatting a Workbook	• Read Chapter 14, Formatting a Workbook, pg. 458-497	• **Quiz**: Formatting an Excel Workbook
Week 9	• Excel – Working with Formulas and Functions	• Read Chapter 15, Working with Formulas and Functions, pg. 498-529	• **Quiz**: Formulas and Functions • **Post** a response to the **Discussion Forum #5:** Using Excel. **Respond** to two classmate posts.
Week 10	• Excel – Inserting & formatting Charts • Excel Capstone project intro	• Read Chapter 16, Inserting and Formatting Charts, pg. 530-565 • Begin work on your Excel project family budget spreadsheet. (see instructions in Moodle)	• **Quiz**: Inserting and Formatting Charts • **Complete SAM Projects:** Excel • **Word Capstone project is DUE**
Week 11	• PowerPoint – Creating a Presentation • PowerPoint – Enhancing a Presentation	• Read Chapter 20, Creating a Presentation • Read Chapter 21, Enhancing a Presentation • Work on completing your Portfolio website	• **Quiz**: Creating PowerPoint presentations • **Quiz**: Enhancing PowerPoint presentations • **Complete SAM Projects:** PowerPoint • **Post** a response to the **Discussion Forum #6:** Using PowerPoint. **Respond** to two classmate posts.
Week 12	• PowerPoint Capstone Project Intro • Access – Creating a database	• Begin work on your PowerPoint project "About Me" presentation (see instructions in Moodle) • Read Chapter 17, Creating a Database, pg. 566-601	• **Excel Capstone Project is DUE** • **Quiz**: creating a database
Week 13	• Access – Maintaining a database	• Read Chapter 18, Maintaining and Querying a Database, pg. 602-633	• **Quiz**: maintaining & querying a database • **Complete SAM Projects:** Access • **PowerPoint Capstone Project is DUE**
Week 14	• Integrating Office Applications	• Read Chapter 22, Integration, pg. 738-770	• **Quiz**: Integration • **Post** your thoughts to **Discussion Forum #7**: on the Portfolio project. Do you think it will be valuable to you to chart your growth while in college? **Respond** to two classmate posts.
Week 15	• Final Exam review	• Study for Final Exam • Complete the **Post Test** • Complete the **Post Skills Survey** • Complete the **Course Evaluations**	• **Upload** final **Portfolio Project** website link to the **Discussion Forum #8:** with your final course post about what you learned in this course, especially on the portfolio website project that you think you might

			use again and/or show your friends, family, teachers, or co-workers.
Week 16	• **Final Exam**	• **Final Exam: Concepts** questions on Moodle • **Final Exam: Hands-On** projects in SAM Projects	

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Final Grades will be posted in Moodle by 5 May 2012

Or, go to https://empower.ancilla.edu and login to see your final grades after Dec. 15th

Have a good Summer!

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